



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 9.8

Subject: Transfer of Youth Case Files Between DCS Youth Development Centers and Group Homes

Supersedes: DCS 9.8, 08/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

A handwritten signature in cursive script, reading "Paula P. Miller", is positioned next to the "Approved by:" label.

Effective date: 12/31/99

Revision date: 04/01/05

Application

To All Department of Children's Services Youth Development Center, DCS Group Home Employees and Case Managers with Juvenile Justice Responsibilities

Authority: TCA 37-5-106

Policy

To ensure the continuity of information and programming, a complete, original, cumulative case file must be transferred simultaneously with all youth being transferred from one Department of Children's Services Youth Development Center/Group Home placement to another. For youth being transferred to contract facilities, temporary placements, other agencies and programs, copies of case file information must accompany the youth.

Procedures

A. Permanent and temporary transfers

1. Youth in DCS custody who are permanently transferred to another DCS Youth Development Center/Group Home placement, the following original case file documents shall simultaneously be transferred to the receiving facility:

- a) Commitment order (where applicable)

- b) Complete youth case file

- c) Complete medical records
- d) Complete educational records
- 2. Youth temporarily visiting other facilities or agencies overnight or longer for potential placement or treatment shall be accompanied with copies of the following case file documents:
 - a) Transfer summary supporting the reason or cause of the temporary transfer
 - b) Commitment order
 - c) Form CS-0060, *Facility Face Sheet*
 - d) Individual Program Plan (IPP)
 - e) Permanency Plan
 - f) Medical Summary
 - g) Any other documents or records needed by the receiving facility or agency to treat, evaluate or to provide service

B. Completion and routing of form CS-0187, *Checklist of Record Transfer*

- 1. Form CS-0187, *Checklist of Record Transfer*, shall be completed and routed as follows:
 - a) Form CS-0187, *Checklist of Record Transfer*, shall be initiated and filled out completely by the designated personnel at the sending facility for each youth transfer.
 - b) The completed checklist shall be given to the transporting personnel responsible for transporting the youth and must be attached to the envelope containing the records.
 - c) The transporting personnel will deliver the youth, records, accompanying documents and other items to the appropriate personnel responsible for receiving files/records at the receiving facility.
 - d) The receiving personnel shall verify receipt of the documents and records by signing form CS-0187, *Checklist of Record Transfer*.
 - e) After verification of the receipt of records by the receiving facility/placement, form CS-0187, *Checklist of Record Transfer* shall be placed in the child/youth's case

file and a copy shall be forwarded to the sending facility/placement.

2. The personnel in charge of records shall request all omitted items from the sending facility/placement.

C. Transfer of records upon recommitment or revocation

1. In cases of revocation/recommitment, the receiving facility/placement personnel in charge of records shall contact the child/youth's previous facility/placement to request that the child/ youth's case file be forwarded to the receiving classification or treatment team.
2. The previous facility/placement shall forward the child/youth's case file to the receiving classification or treatment team within five (5) working days after the request.
3. The sending facility/placement shall keep a written record of all case files forwarded to other facilities.

D. Retention of copies of file documents after transfer

1. Copies of file documents may be retained by the sending facility/placement for follow-up, auditing or statistical purposes.
2. Document copies or dummy files kept by any Department of Children's Services personnel must be purged according to departmental records management policies.

Forms

CS-0060 Facility Face Sheet
CS-0187 Checklist For Records Transfer

Collateral Documents

None

Standards

ACA 3-JCRF-1E-06
ACA 3-JTS-1E-03
ACA 3-JTS-4C-50

DCS Practice Model Standard- 5-303B

DCS Practice Model Standard- 5-304B

DCS Practice Model Standard- 8-306